

**Development Management**

101-A Mounts Bay Road

P.O. Box 8784

Williamsburg, VA 23187-8784

P: 757-253-6671

F: 757-253-6822

development.management@jamescitycountyva.gov

jamescitycountyva.gov**Building Safety and Permits**

757-253-6620

Engineering and Resource Protection

757-253-6670

Planning

757-253-6685

Zoning Enforcement

757-253-6671

July 16, 2015

Mr. Jason Grimes
AES Consulting Engineers
5248 Olde Towne Road, Suite 1
Williamsburg, Virginia 23188

RE: C-0041-2015, Windsormeade Hall Facility Additions

Dear Mr. Grimes,

Thank you for the opportunity to review this conceptual plan. Staff has completed its review of the plan, and offers the following comments:

Planning Division:

1. This case is subject to proffer conditions associated with [Case No. Z-0002-2001](#). Per condition 3c, approval of this plan is subject to review and recommendation by the James City County Development Review Committee (DRC) to determine its consistency with the approved master plan for New Town Sections 13, MP-0002-2001. Please see below for more information regarding scheduling requirements.
2. Per proffer condition 3b, this plan must be reviewed by the New Town Design Review Board (DRB) prior to its consideration at a DRC meeting. The next DRB meeting is scheduled for August 13; please contact Mr. Dick Reynolds, DRB Secretary, at 565-6200 should you desire to present your plan at that meeting.
3. Please add the following information under the appropriate Site Data heading:
 - a. *Windsormeade Overall*: beneath the currently listed "Max Allowed Dwelling Units," please specify the number of units currently built, the number of units proposed, and the overall total after the proposed addition.
 - b. *Windsor Hall*: Please add lines specifying the existing amount of non-residential square footage, the amount added by this addition, and the total non-residential square footage after the proposed additions.
4. Staff notes the proximity of the proposed parking addition to the entrance of the existing drop-off circle. This may limit visibility and cause issues for those trying to exit the circle while others are parking. Staff suggests adjusting the proposed island to mirror the existing island that lies opposite the drop-off entrance.
5. Will residents and visitors be able to enter the proposed additions directly from the drop-off circle or the parking area? Please show any entrances and corresponding sidewalks leading

from the drop-off circle and parking area to the proposed additions.

6. Please clarify the intent of the area marked “possible parallel parking.”

Proffer Administration: Please see attached comments or visit [CaseTrak](#).

Fire: Please see attached approval comments or visit [CaseTrak](#).

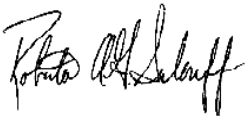
Engineering and Resource Protection: Please see attached comments or visit [CaseTrak](#).

ICSA: Please see attached comments or visit [CaseTrak](#).

Should you desire, your case may be scheduled for the August 26 meeting of the DRC, pending receipt of your response to the above and attached comments and verification of plan approval by the New Town DRB. This information should be submitted to the Planning Division no later than August 11, though confirmation of your DRB approval may follow on August 14.

Please note that these comments are preliminary in nature and that staff may have additional comments if subsequent plans are submitted. Should you have any questions or desire to schedule a meeting, please do not hesitate to contact me by email at Roberta.Sulouff@jamescitycountyva.gov, or by phone at 757-253-6783.

Sincerely,

A handwritten signature in black ink, appearing to read "Roberta Sulouff". The signature is stylized with a large initial "R" and "S".

Roberta Sulouff
Planner